



DEPARTMENT OF EDUCATION

Dr. Jennifer McCormick
Superintendent of Public Instruction

Working Together for Student Success

Indiana Education for Homeless Children & Youth (INEHCY)

McKinney-Vento Homeless Education Program

NOTA PARA LAS ESCUELAS / LEAS: Por favor, ayude a los estudiantes y las familias a completar este formulario. El formulario debe incluirse en la página superior de los materiales de registro que el distrito comparte con las familias. No incluya simplemente este formulario en el paquete de inscripción, porque si el estudiante califica como residente en una vivienda temporal, no se le requiere que presente prueba de residencia y otros documentos requeridos que pueden ser parte del paquete de inscripción.

CUESTIONARIO DE VIVIENDA

Nombre de Escuela: _____

Primer Nombre: _____

Apellido

Nombre de Pila

Nombre Segundo

Género: ☐ Hombre

☐ Mujer

(opcional)

Fecha de Nacimiento:

___ Grado: _____

(PK-12)

Dirección:

_____ Teléfono: _____

La respuesta que proporcione a continuación ayudará al distrito a determinar qué servicios puede recibir usted o su hijo en virtud de la Ley McKinney-Vento. Los estudiantes que están protegidos por la Ley McKinney-Vento tienen derecho a la inscripción inmediata en la escuela, incluso si no tienen los documentos que normalmente se necesitan, como prueba de residencia, registros escolares, registros de vacunación o certificado de nacimiento. Los estudiantes que están protegidos por la Ley McKinney-Vento también pueden tener derecho a transporte gratuito y otros servicios.

¿Dónde vive el estudiante actualmente? (Marcar un solo cuadro por favor.)

- ☐ En un refugio
- ☐ Con otra familia u otra persona debido a la pérdida de la vivienda o como resultado de dificultades económicas
- ☐ En un hotel/motel
- ☐ En un automóvil, autobús, tren o campamento
- ☐ Otra situación de vida temporal (Describe):
- ☐



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En

vivienda permanente

Escriba el nombre del padre, tutor o

Estudiante (para jóvenes sin hogar no acompañados)

Firma del padre, tutor o

Estudiante (para jóvenes sin hogar no acompañados)

Fecha:



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If ANY box other than “In Permanent Housing” is checked, , then the student/family should be immediately referred to the MV Liaison. In such cases, proof of residency and other documents normally needed for enrollment are not required and the student is to be immediately enrolled. After the student has been enrolled, the district/school must contact the previous district/school attended to request the student's educational records, including immunization records, and the enrolling district's LEA liaison must help the student get any other necessary documents or immunizations.

NOTE TO SCHOOLS/LEAS: If the student is NOT living in permanent housing, please ensure that a Designation Form/ Caregiver Authorization Form (<https://www.doe.in.gov/student-services/formsmemos>) is completed.

INSTRUCTIONS FOR COMPLETING THE HOUSING QUESTIONNAIRE

Purpose of the Housing Questionnaire

All Local Education Agencies (LEAs) are required to identify students experiencing homelessness.

Additionally, all LEAs that receive Title I funds must ask enrolling students about their housing status. The Indiana Department of Education (IDOE) encourages all LEAs regardless of whether they receive Title I funds to do the same. To collect this information, LEAs may:

1. Use the Housing Questionnaire attached here,
2. Update/modify the Model Enrollment Form – Housing Questionnaire to address the needs of the LEA, or
3. Incorporate the housing status question from the Model Enrollment Form - Residency Questionnaire into the LEA's Enrollment Form or other documents already used by the LEA during the enrollment process.

If an LEA elects the third option and incorporates the housing status question into the LEA's Enrollment Form, the LEA should take steps to ensure that a student's housing status does not become a part of the student's permanent record, because of the sensitive nature of this information. Please see the section titled "Confidentiality" (below) for information about how and when housing information may be shared within the LEA.

Who should fill out the Housing Questionnaire?

A Housing Questionnaire should be filled out for all students enrolling in school and for all students who have a change of address in grades preschool-12. "Preschool" includes any LEA administered or funded preschool program, such as a pre-k or Head Start program administered by an LEA. The Housing Questionnaire should be completed by the student's parent, person in parental relation, or in the case of an unaccompanied youth, by the student directly.

Confidentiality

Student housing information should be kept confidential to the maximum extent possible. This information should only be shared with LEA/school staff members who need information about housing status to ensure that the student's educational needs are met. To this end, LEAs may share a student's Housing Questionnaire with LEA personnel such as:

1. the LEA liaison,
2. the registrar,
3. the student's teachers, and/or guidance counselor, and
4. the LEA staff member responsible for reporting data

However, this information should only be shared with the above staff members to the extent that it will enable them to better meet the educational needs of the student in question and to fulfill reporting requirements mandated by Indiana Education for Homeless Children & Youth (INEHCY).

Other than the above uses, housing information **should be kept confidential** and **should not be shared** with other LEA/school personnel due to its sensitive nature and the stigma attached to being labeled homeless. LEAs are also encouraged to seek out ways of preventing Housing Questionnaires and housing information from becoming a part of a student's permanent record.

Discussing the Housing Questionnaire with Students and Families

In reviewing the Housing Questionnaire with parents, persons in parental relation, and unaccompanied youth, LEAs should emphasize that the purpose of gathering the information is to ensure that students in temporary housing arrangements are provided with the rights and services to which they are entitled under the McKinney-Vento Act. These rights and services include:

1. The right to stay in the same school the student had been attending before losing his/her housing or the last school attended (both known as the school of origin),
2. The right to immediate enrollment for students who decide to transfer schools, even if the student does not have all of the documents normally for enrollment,
3. Transportation services if the student continues to attend the school of origin,
4. Categorical eligibility for Title I services if offered in the LEA,
5. Categorical eligibility for free meals if offered in the LEA, and
6. Access to services provided with McKinney-Vento funds if available in the LEA.

The LEA should also ensure that the parent, person in parental relation, unaccompanied youth is aware that the student's housing status will kept confidential and will only be shared with those LEA staff who are responsible for providing services to the student and those responsible for keeping track of how many students are identified as living in temporary housing in the LEA.

LEAs are advised to explain to parents that if a parent claims that her/her child is living in temporary housing, and the LEA wishes to conduct an investigation to verify this information, the LEA may conduct a home visit. However LEAs **cannot contact a landlord or building superintendent** to verify a student's housing status without prior parental consent. Contacting a landlord or building superintendent without the parent's express prior written permission is a violation of FERPA, a federal law.

If the Parent, Person in Parental Relation, or Unaccompanied Youth Declines to Fill Out the Housing Questionnaire

If the parent, person in parental relation, or unaccompanied youth declines to complete the Housing Questionnaire, the LEA should note on the form that the parent, person in parental relation, or unaccompanied youth declined to provide the information requested.

Completing the Form

If a parent, person in parental relation, or unaccompanied youth enrolling in school indicates that a student is living in one of the five temporary housing arrangements, the school may not require proof to verify where the student is living before enrolling the student. The five temporary housing arrangements are listed below:

1. In a shelter,
2. With another family or other person (sometimes referred to as "doubled-up"),
3. In a hotel/motel,
4. In a car, park, bus, train, or campsite, or
5. Other temporary living situation.

After the student is enrolled and attending classes, the school or LEA is permitted to verify the student's housing arrangements. However, the student must first be enrolled in school. Again, LEAs **cannot not contact a landlord or building superintendent** to verify a student's housing status. (See above for more information.)

Definitions of Temporary Housing Arrangements

“With another family or other person” (also referred to as “doubled-up”) : LEAs should be aware that students who are sharing the housing of others are eligible for services under the McKinney-Vento Act and State law, if sharing housing is due to loss of housing, economic hardship, or a similar reason.

“Other temporary living situation” :In addition to the four examples of temporary housing, students who lack a “fixed, adequate, and regular” nighttime residence are also covered as homeless under the McKinney-Vento Act and State law. This may include unaccompanied youth who have fled their homes or were forced to leave their homes and who do not otherwise meet the definition of “doubled-up.”

“In permanent housing” :Permanent housing means that the student’s living arrangements are “fixed, regular, and adequate.”

Every Student Succeed Act Guidance:

ENROLLMENT: By law, Indiana schools must immediately enroll homeless students in school. Enrollment is defined by law as attending classes and participating fully in school activities. Therefore, students without housing must be allowed – without any delay – to attend classes and to participate in activities, including sports.

Homeless Student rights: three school choices: (1) the school attended when permanently housed; (2) the school in which student were last enrolled; or (3) the school nearest to where student is staying that other students in the neighborhood attend. The first two schools listed above are referred to as the “school of origin.”

Student also has the right to school choices that are available to other students in the district such as charter schools or alternative schools. Staying enrolled in the school of origin is often student’s best option. Generally, changing schools could significantly impede student’s academic and social progress. Therefore, the school district should keep student in “school of origin” unless this is contrary to student’s wishes or parents or guardians wishes.

School of Origin ESSA Transportation Guidance:

- Transportation must be provided to and from the school of origin at the request of the parent or guardian, or, in the case of an unaccompanied youth, at the request of the local liaison.
- Based on the amended definition of school of origin under ESSA, school of origin transportation rights extend to public preschools and receiving schools
- ESSA removed the word “homeless” from references to school of origin transportation, resulting in transportation for the remainder of the academic year for formerly homeless students who have become permanently housed.

Next Steps for LEAs with Students Living in Temporary Housing Arrangements

If the parent, person in parental relation, or unaccompanied youth indicates that a student is living in temporary housing, the LEA must complete a Designation Form/ Caregiver Authorization Form <https://www.doe.in.gov/student-services/formsmemos> . If the LEA believes additional information is needed before reaching a final decision on the student’s eligibility under McKinney-Vento, enrollment should not be delayed and a Designation Form should still be filled out. For more information about determining eligibility see the National Center on Homeless Education’s Determining Eligibility Brief, available at: http://nche.ed.gov/downloads/briefs/det_elig.pdf.